

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Committee Room A/B, Civic Centre, Neath

On: Friday, 16 March 2018

Time: 11.00 am

Chair: Mr Byron Lewis

Agenda

Page No.

- | | | |
|----------|---|---------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Minutes. | 1 - 3 |
| 4 | 2018/19 Revenue Budget. | 4 - 6 |
| 5 | Report of the County Archivist. | 7 - 17 |

Next Meeting: Friday 15 June 2018 - Swansea



Huw Evans
Head of Democratic Services
Friday, 9 March 2018

Contact: Gareth Borsden - 01792636824

WEST GLAMORGAN ARCHIVES COMMITTEE

Byron Lewis (Chair)	H M Lord Lieutenant
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CITY AND COUNTY OF SWANSEA

Peter M Black	Elliott J King
Louise S Gibbard	Robert V Smith
Lyndon R Jones	

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Wyndam Fryer Griffiths	Rachel Louise Taylor
Hugh N James	Arwyn N Woolcock
Peter A Rees	

MEMBERS OF ASSOCIATED ORGANISATIONS

Vacancy	Diocese of Llandaff
Andrew Dulley	Diocese of Swansea & Brecon
Dr L Miskell	University College, Swansea
Mrs Janet L. Watkins	Neath Antiquarian Society

Officers:

City & County of Swansea Council:	
Tracey McNulty	Head of Culture Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services
Archives	1 Copy
Neath Port Talbot County Borough Council	
Mr David Michael	Head of Legal
Mr Wayne John	County Librarian



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Committee Room 6, Guildhall, Swansea

Friday, 15 December 2017 at 11.00 am

Present: Mr D B Lewis (Chair) presided

Representatives of City and County of Swansea

Councillor(s)

P M Black

R V Smith

Councillor(s)

L S Gibbard

Councillor(s)

L R Jones

Representatives of Neath Port Talbot County Borough Council

Councillor(s)

H James

Councillor(s)

P A Rees

Representatives of Associated Organisations

A Dulley – Diocese of Swansea & Brecon

Mrs J Watkins – Neath Antiquarian Society

Officer(s)

G Borsden

K Collis

Democratic Services Officer

County Archivist

Apologies for Absence

Councillor(s): E J King, W F Griffiths, R L Taylor, A N Woolcock and Dr L Miskell, T McNulty, D Michael & W John

11 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conducts adopted by both Authorities, no interests were declared.

12 Minutes.

Resolved that the minutes of the minutes of the West Glamorgan Archives Committee held on 15 September 2017 be approved as a correct record.

13 Matters Arising.

The County Archivist and Andrew Dulley reported further to the query raised at the last meeting and updated the Committee on the initial research they had undertaken regarding the possible establishment of a separate Archive Service website.

They detailed the potential options and basic costings for the setting up a dedicated website or a separate area where larger documents could be stored and accessed via the current Archive Service page on the CCS website.

The Committee discussed the merits of the two options going forward, the budget implications, technical issues, potential income streams and requested a written report to the next meeting.

14 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period September to November 2017.

Use of the Service

He reported on the use of the Service for the quarter and detailed the background behind the quarterly statistics.

He detailed and outlined the figures for the number of hits to the Archive Service webpages and to Archive Service content on the Ancestry website.

Exhibitions and Events

He reported that the 'Our Abertawe: Celebrating Swansea Together' exhibition went on display at the National Waterfront Museum in November. The exhibition will also form part of a wider multicultural programme theme at Swansea Museum next year.

He referred to the preparatory work being undertaken with regard to a project to celebrate the 100th anniversary of women's suffrage, and detailed the links developed with Women's Wales Archives and Women's Local Government Society on this project. He indicated that in an era of budgetary pressure, he valued the Service's partnership working and would continue to work with other Council sections voluntary groups and with Communities First co-ordinators in both Authority areas.

He outlined the various events and fairs the Service attended by the service during the period.

The Chair referred to three events taking place next year that the Service could be potentially involved in, including the centenary of the end of the First World War, and the establishment of both the Order of St John and the Royal Air Force.

The County Archivist outlined the various talks given to schools during the period, and the Service's use of social media for involvement in initiatives such as National Map Reading Week and the UK-wide 'Explore your Archive' campaign.

He also referred to the Service's recent advertising on Facebook and outlined its relative success.

Digital Preservation Policy

He referred to the draft policy which all public authorities across Wales are looking to adopt to ensure a co-ordinated approach across Wales in this complex and expanding area, and referred to the key mission statement outlined at para 4.4 in the policy.

He indicated that it is likely that all Authorities across Wales and not just archive services will need to adopt the policy in the future, particularly given the move away from paper to 'born digital' records. These are records which never exist in hard copy.

Resolved that the policy be approved and adopted.

Professional Meetings and Partnership Working

He reported on the various professional meetings attended by staff during the quarter.

Training

He outlined the various training courses attended by staff during the quarter.

Archive Collections

He reported on the list of archives received by the Service during the quarter.

The meeting ended at 11.50 am

Chair

Agenda Item 4

Report of the Director of Place

West Glamorgan Archives Committee – 16 March 2018

2018/2019 Revenue Budget

Purpose:	To give details of the Joint Archive Service revenue budget for 2018/2019 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Report Author:	Aimee Dyer
For Information Only.	

1.0 Introduction

- 1.1 The Archive Service is jointly funded by both the City and County of Swansea (CCS) and Neath Port Talbot County Borough Council (NPTCBC). Each authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% (CCS) and 32% (NPTCBC).
- 1.2 This report includes the detailed 2018/2019 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2018/19

- 2.1 The budget for 2018/19 is expected to be £282,800, compared with the 2017/18 budget of £272,300. In line with the City and County of Swansea's budget assumptions a 2% pay award which covers 2018/2019 has been included and uplift has been applied for the increase in employers pension fund contributions, but no other price increases have been assumed. The detailed budget is shown in Appendix A.
- 2.2 The increase of £10,500 is mainly as a result of the pay award and pension contributions. This is offset against one minor adjustment to insurance budgets and a small increase in fees and charges and sales income as part of savings.
- 2.3 The required contributions from the two partners are:

	2018/2019
	£
City and County of Swansea	191,100
Neath Port Talbot County Borough Council	91,700
Total	282,800

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at 31 March 2018. The only expected use of the Training Reserve during 2017/18 and 2018/19 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/18	Budgeted Use 2018/2019	Estimated Balance 31/03/19
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	98,363	-19,400	78,963
	127,064	-19,400	107,664

Background Papers: None

Appendices: Appendix A – Detailed Archives Budget 2018/2019.

Archives Budget 2018/19

27/02/2017

Original Budget 2017/18 £	Account Code			Account Description	Original Budget 2018/19 £
213,900	41118	000001	00000	Salaries Basic Pay	220,700
20,600	41118	000002	00000	Salaries NI	21,300
47,400	41118	000003	00000	Salaries Pension	51,000
500	41118	000171	00000	Professional Fees	500
1,000	41118	000313	00000	Staff Training	1,000
1,100	41118	000499	00000	Insurance Liability	1,000
284,500				EMPLOYEES	295,500
500	41118	100001	00000	Fixtures & Fittings Purchase	500
1,600	41118	100499	00000	Insurance Premises	1,600
200	41118	190023	00000	CBS Recharges	200
2,300				PREMISES	2,300
1,500	41118	200070	00000	Car Allowances	1,500
1,000	41118	200071	00000	Staff Transport Other	1,000
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
2,700				TRANSPORT	2,700
1,100	41118	300046	30433	IT Consumables	1,100
2,500	41118	300047	00000	IT Hardware Purchase/Lease	2,500
2,700	41118	300050	00000	IT Networking	2,700
500	41118	300051	00000	IT Software Purchase/Lease	500
4,000	41118	300052	00000	IT Hardware & Software Maintenance	4,000
500	41118	300091	30603	Staff Expenses	500
300	41118	300096	00000	Advertising	300
1,500	41118	300099	00000	Telephone Rentals/Charges	1,500
0	41118	300109	00000	Postage & Carriage	0
600	41118	300129	00000	Books & Publications	600
200	41118	300129	31002	Books & Publications	200
1,000	41118	300150	31201	Printing Services	1,000
1,000	41118	300171	00000	Stationery	1,000
1,000	41118	300212	31003	Items For Resale	1,000
1,800	41118	300234	00000	Equipment Maintenance	1,800
4,000	41118	300235	00000	Equipment Purchase	4,000
1,000	41118	300235	31625	Equipment Purchase	1,000
3,300	41118	300256	00000	Materials Purchase	3,300
15,000	41118	300321	00000	Other Hired & Contracted Services	15,000
700	41118	300413	00000	Subscriptions	700
500	41118	300433	00000	Miscellaneous Expenses	500
500	41118	300499	00000	Insurance General	500
2,000	41118	390150	00000	Printing Recharges	2,000
500	41118	390150	31003	Printing Recharges	500
46,200				SUPPLIES AND SERVICES	46,200
335,700				GROSS EXPENDITURE	346,700
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
-24,000	41118	750001	70075	Inter Service Credits	-24,000
-17,000	41118	800001	00000	Fees & Charges	-17,420
-3,000	41118	800212	83215	Sales Income	-3,080
-63,400				GROSS INCOME	-63,900
272,300				NET EXPENDITURE	282,800
183,900				City and County of Swansea	191,100
88,400				Neath Port Talbot Borough Council	91,700

**City and County of Swansea
Dinas a Sir Abertawe**

and

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot**

**Report of the County Archivist
West Glamorgan Archives Committee
16 March 2018**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2017 to February 2018**

1. Briefing note on the potential for the Archive Service to develop a separate website

Following a request by Members at the last meeting, a briefing note is attached at Appendix 1 which provides more information on the pros and cons of the Archive Service establishing its own website. As any decision to change would represent an operational decision by the Service, this is provided for information only. There are capital and revenue implications in any decision to change the current hosting arrangement which are quantified in the note.

2. Fees and charges

Members are asked to note the revised level of fees and charges for 2018/2019, which are attached in the chart at Appendix 2.

3. Use of the Service

Statistics for December 2017 to February 2018

The number of members of public using the Service on-site, December 2017 to February 2018, was **1,167** and the total number reached by the Service on and off-site was **1,385**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,167 (1,323) (figures in brackets represent the same quarter last year), comprising:

Swansea	896	(935)
Neath	221	(285)
Port Talbot	14	(16)
Group visits	36	(87)

Number in audiences for off-site visits	218	(226)
Number of pupils reached by the Education Service	201	(250)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	1,385	(1,549)

Number of documents issued in Swansea and Neath	2,384	(1,994)
Number of post and email enquiries dealt with	355	(256)

Number reached through exhibitions [New statistic]	145	(n/a)
Number of hits to the Archive Service website	3,706	(3,703)
Number of hits to the online catalogue	459	(1,470)
Number of page views on Ancestry [New statistic]	100,160	(n/a)

4. Service outreach

Exhibitions and events

Archives staff created an exhibition on Edwardian Swansea which was displayed in the Swansea Civic Centre foyer during December and January.

The Service was successful in its application for Welsh Government funding to create an exhibition on the theme of the women's suffrage centenary, the application being reported on at the last meeting. The grant will cover two linked portable exhibitions on the theme, one for adults and one for children, together with an accompanying film to be created by students from the University of Wales Trinity St David. On February 6th (the centenary of the Bill's Royal Assent) the Women's Local Government Society announced that Winifred Coombe Tennant and Emily Phipps were on its national list of 100 suffrage pioneers. The two suffrage campaigners had been nominated by the Archive Service and the Women's Archive of Wales respectively.

Work has been undertaken by the National Library of Wales to digitise sixty-six engineering drawings from the Neath Abbey Ironworks collection, which will be published online by People's Collection Wales. The work has been made possible by a grant from the Friends of the National Libraries, who helped to fund the purchase of the collection in 2013. It is anticipated that the online resource will help raise the profile of the collection, the Neath Abbey Ironworks and Wales' contribution to the Industrial Revolution.

Education Service

Members of staff have conducted one or several sessions with the following schools during the last quarter, delivered either on or off-site:

Birchgrove
Cefn Hengoed Community School (x5)

Additionally members of staff have delivered educational sessions to students of Swansea University and to the Department of Adult Continuing Education, Swansea University.

Talks to groups

Members of staff have given the following talks to groups:

Glamorgan Family History Society
Swansea Copperworks Discovery Project (x2)

5. Professional meetings and partnership working

Members of staff have attended the following professional meetings and taken part in partnership work as follows during the last quarter:

Chief Archivists in Local Government Group Executive (by teleconference)
South Wales Record Society Committee

6. Training

Members of staff have attended the following free training courses during the last quarter:

Managing photographs
Volunteer management

7. Archive collections

A comprehensive list of archives received during the period December 2017 to February 2018 is attached for information at Appendix 3.

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Email: kim.collis@swansea.gov.uk

Briefing Note On The Development Of A Separate Archive Service Website

Members asked at the last meeting of the Archives Committee for further information on the implications of developing a separate website for the Service. While this would be an operational decision for the Service to take, there is value in openly quantifying here the costs and benefits of such a move in order to justify and support an informed decision.

The conclusion of this exercise as outlined below is that any change from the status quo would provide limited benefits for the increased cost involved and would conflict with Swansea Council's policy on independent website development.

A more appropriate use of scarce resources may be on further development of the Service's use of social media which targets a younger audience and accords with our audience development plan.

Advantages

The website would be able to take more digital content, free-to-view or pay-on-demand, since it would have more server space available, albeit at a cost.

The archive catalogues could be made available in a more browsable form.

The Archive Service would not be tied to the website of either parent authority and could develop an identity of its own.

Disadvantages

It would cost approximately £3,000-£5,000 to set up, including purchase of domain name, artwork and branding, technical development, the initial requirement to market the site and capital costs re server space.

It would cost around £300 to £500 per annum to maintain, including the rental of separate server space, software annual costs, updates and domain name licensing.

Extra staff resource would be required to maintain the site.

As a separate website, without careful branding and artwork, it may appear as if the website was not official or the Archive Service was not a Council service.

There could be a problem with search engine results without search engine optimisation work.

Creation of a separate website would contradict Swansea Council policy.

Technical assistance would be needed to ensure that search engine results continued to point to the site and was on hand if the website crashed. As described above, the website would be have to be developed in contradiction to Swansea Council policy, therefore technical support would not be available from Swansea Council.

Charges From April 2018

Research	Inclusive Of Vat
Commissioned research- individuals	£30.00 per hour (£15 per half hour)
Commissioned research- companies	£50.00 per hour (exclusive of VAT)
Family History training session	£10.00 per hour
Quick search	£5.00
Photocopies	Inclusive Of Vat
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	20p
A3 or A4 scan (printout, sent by email or placed on Dropbox)	£2.50 per image
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £6 minimum charge
Printouts from <i>The Cambrian</i> newspaper (orders sent by post)	£1.00 per sheet, £6 minimum charge
Certified copies	£10.00 minimum charge
Special or bulk orders: prices available on request	
Reproduction fees: publication	Inclusive Of Vat
Non-commercial publications, articles for journals, theses	No charge, but a free copy of the publication will usually be requested
Books and periodicals- b/w- world rights	£60.00
Books and periodicals - colour- world rights	£120.00
Books and periodicals - b/w- English language rights	£40.00
Books and periodicals - colour- English language rights	£60.00
Reproduction fees: broadcast	Exclusive Of Vat
Rostrum filming in the searchroom	£100 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV news and related one-off use	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£9.50 per second
For more complex broadcast reproduction fees, our terms and rates follow those of the National Screen and Sound Archive of Wales	
https://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/casgliadau/agssc/using_the_collection/agssc_rate_card_en.pdf	
Swansea Hereditary Freedom certificates	Inclusive Of Vat
A3, supplied only to eligible candidates	£50.00
Talks and school sessions	
Speaker fee for talks (evening talks only)	£25.00
School session delivered in the Archives	No charge
School session delivered at the school	£50.00 per class session

Accessions Of Archives
December 2017-February 2018

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Coroner	Coroner's records relating to two cases that became litigious		4 folders	
Private deposit	Underlease of minerals in the parish of Glyncoirwg	10 Aug. 1880	1 deed	D/D Z 1047/1
Ebenezer and Henrietta Street Welsh Independent chapels, Swansea	List of graves at Ebenezer, High Street, Swansea 1849-1853 and church minute book for Henrietta Street Chapel 1895-1952; also order of service for induction of a minister in Carmel, Hebron and Salem chapels, Clydach, 2000	1849-2000	2 vols, 1 booklet	
Hafod Morfa Residential Care Home	Register of residents	1966-1985	1 vol.	WGCC/SS 9/1
Papers of Jack Thompson	Draft schedule for planning and development of the central town area of Swansea; leaflet re Oakleigh House School; 4 photos of the Picture House, Swansea; sales catalogues of the Mansfield Estate and Vivian Estate, Bishopston	1910s-1980s	9 folders and 10 items	
Women's Archive of Wales	Box of papers and documents relating to Joanna Greenlaw	1920s-1990s	1 box file	
Morrison Hospital Chaplaincy Department	Baptism register	1961-1987	1 vol.	P/312/CW/114
Private donation	Booklet celebrating the conferment of an honorary degree of Swansea University on Hillary Rodham Clinton, and script for the bid for City of Culture 2021	2017	2 items	D/D Z 168/14-15

Creator/originator	Description	Dates	Extent	Reference number
South Wales Evening Post	Bundle of team photographs mainly relating to Swansea Schools' Association League players and managers. Also three photographs of Swansea Schools' Cricket teams.	1940s-1960s	1 bundle	SWEP X 1-12
Private deposit	Copy of John Humphrey: God's own architect by David Farmer; and a Bible with family history notes in front.	1930s-1997	2 vols	
Private deposit	Booklet entitled Reinforced concrete; 2 photographs of a group of workmen (concrete workers?); letters and testimonials to James Albert Horne who worked on the construction of the Lifeboat Station	20th cent.	1 bundle	D/D Z 1046/1-5
City and County of Swansea, GIS team	Plans showing the retail environment in towns in the City and County of Swansea and historic sites in the Lower Swansea Valley	2014-2015	2 plans	CC/S E Dev 12/1-2
Llangennith, Llanmadoc and Cheriton Community Council	Minutes	2014-2015	1 file	P/109/24

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	A brief history of the Boards of Visitors, 1898-1998; The Woolfe Report, 1991; Report by H.M. Chief Inspector of Prisons at H.M. Prison Swansea, 1993; The Port Talbot Judo Club by Alistair Donald Stewart, 2017; Annual Reports of Swansea Prison Board of Visitors, 1976-2000; Report of the review of the Role of Boards of Visitors, 1995; copy of the Case Thomas & Others v. The Home Office, 2000; Independent Monitoring Boards for Prisons Handbook, n.d.; Respect the word magazine; Inside guide to crime prevention (leaflet produced in partnership with Swansea Prisoners); Glossary of Terms and Slang common in Penal Establishments, 1978; H.M. Prison Swansea leaflet re drug detection dog, 2001-2002; Notes for the guidance of visiting committees and Boards of Visitors of H.M. Prisons, 1964; H.M. Prison Service Escort Handbook, 1996; H.M. Prison Service Security on Prisons Handbook, 1995	1964-2017	1 large bundle	D/D Z 653/1/5; 10/1-5; 11/1-0
Llanrhidian Higher Community Council	Minutes	Jan. 2018	1 file	P/111/45 (part)
Private deposit	Photographs of Neath Boys Grammar School pupils, 1959	1959	1 photograph	E/N BG Sec 6/1
Ystradgynlais Family History Society	Two miner's compensation claim books	1938	2 volumes	

Creator/originator	Description	Dates	Extent	Reference number
Llewellyn family of Baglan	Letters between family members living at Baglan Hall and Cwrt Colman	19th-20th century	1 box	
Peter Hall video collection	Films showing aircraft at Fairwood Airport, and a collection of 13 short films about villages and historic locations in Gower	2017	15 files, MP4 format, burnt to 1 CD-ROM and 1 DVD-ROM	D/D Z 717/41-42
Peter Hall video collection	Film about the castles of Gower	2006	1 video file on CD-ROM	D/D Z 717/43
Private deposit	Papers relating to Swansea Main Drainage Scheme. Mr W. G. Woolcock of Thistleboon, Mumbles was the engineer involved (father of depositor).	1936	1 bundle	D/D Z 1049/1-3
British Federation of Women Graduates	Obituary of a member Marjorie Vanston	2017	1 item	D/D BFWG 7/1
Swansea Bay Port Health Authority	Annual report	2017	1 booklet	PH 1/110
Private deposit	1 painting of proposed castle square redevelopment, 1 plaque.	Mid-20th century	2 items	
Women's Archive Wales	Local history class walk, for inclusion with Ursula Masson papers via Archif Menywod Cymru / Women's Archive Wales	n.d., c. 1990s	1 item	
Women's Archive Wales	Papers of Edna Mair Thompson	1932-1994	2 bags	
Private deposit	Records relating John Thomas and John Wendell Rhys Thomas of Gorseinon	20th cent	10 vols	
Peter Hall video collection	Film entitled 'The Haunts of Dylan Thomas'	2004-2012	1 video file on DVD-ROM	D/D Z 717/44
J Mansel Thomas tape collection	Two cassette tapes - George Tucker on Gower dialect and a selection of extracts from the other recordings by J. Mansel Thomas (T 3/1-36)	n.d., 1970s	2 cassette tapes	T 3/37-38

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Colour slides and a CD of photographs of the Lower Swansea Valley.	1975	1 box; 1 CD	D/D Z 1050/1-2
Gower Festival	Financial files	2012-2015	4 files	
Ecclesiastical parish of Swansea St Barnabas	Swansea St Barnabas Church (Hawthorne Avenue, Uplands) records, paper and disc. Includes minutes, finances, annual reports, and photographs.	1994-2017	2 boxes	
Swansea Chamber of Commerce	Minute book	1925-1932	1 vol.	D/D CC 1/1
Facsimile photographs	Photographs of Sketty Hall, 1950s British Iron and Steel Research Association, photographs of the staff, hall and plant.	1950s	1 envelope of photographs	
Private deposit	Papers of Gerald McCormack		1 crate	
Edward Harris, solicitor	Swansea local plans 1980s-2000s; plan of Fairwood Common showing wartime structures; photograph of Pen-y-waun Farm, Llangyfelach, 1968	1940s-2003	1 box	
Llanrhidian Higher Community Council	Minutes	Feb. 2018	1 file	P/111/45 (part)
City and County of Swansea, Planning Department	Various planning reports relating to Swansea Enterprise Zone, and 1991 and 2001 census reports	1980s-2003	1 bag	Census reports added to searchroom library
Legal and Democratic Services	Minutes, correspondence and newspaper cuttings relating to YGG Llwynderw	2002-2009	2 files	
Edward Harris, solicitor	Small bundle of deeds relating to places in the Borough of Loughor	1883-1933	1 bundle of 4 copy deeds	
Undeb Bedyddwyr Cymru	Copies of 'Y Negesydd/The Messenger' newsletter	2017	4 items	
Digitised images	Set of DVD-ROMs containing digitised images of	2018	7 DVD-ROMs	CD Store

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Council, Electoral Services section	Electoral register	2018	2 vols	CC/S RE 44-45
Private deposit	Two glass slides: Reynoldston Green and Manselton Road	19th cent.	2 glass slides	
Private deposit	Telegram 8 August 1940 - Air raid on Neath, Newspaper cutting - Evening Post 1992, photograph.	1940-1992	1 folder	